

EDITED TASK LISTING

CLASS: Psychiatric Technician (Safety)

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Ensure that all safety and security procedures are followed (e.g., gates are locked, keys are secure, all tools and equipment are accounted for, wear safety equipment (e.g., personal alarm, safety vest, identification badge, whistle, etc.), remain aware of surroundings, etc.) in order to ensure personal safety, ensure inmate safety and security, and notify custody staff or central control officer of problems, using safety and security procedures, personal awareness, DOM, incident report forms, etc. on a daily basis.
2.	Observe inmate behavior, physical changes, and cell condition (e.g., suicidal ideations, auditory hallucinations, depression, unusual or bizarre behavior, combative behavior, decompensation, medication side effects, hoarded medications, weapons, and contraband, lack of interaction with staff, etc.), in order to determine if inmate behavior is serious enough to warrant cell extraction, prevent injury to self or others, report significant physical or mental changes, and prevent property damage or escape attempts, using safety and security procedures, personal awareness, Departmental Operations Manual (DOM), incident report forms, CDC 128b informational chronos (mental health referrals), CDC 114s, knowledge of mentally ill behaviors and symptoms, inmate's medical record, departmental/on-the-job training, etc., on a daily basis.
3.	Note [review] Physician's orders in order to ensure the clarity of the order (e.g., strength of the medication, patient name and allergies, correct dose, availability of medication, route, frequency, and time listed, signed consent form, etc.) and ensure compliance with general nursing protocols, using local operating procedures, DOM, nursing and pharmacy policies and procedures, note-taking skills, communication skills, knowledge of medications, inmate's medical record, Physician's Desk Reference (PDR), communication with the pharmacy, etc. on an as needed basis.
4.	Transcribe the Physician's order into the inmate's medication administration record in order to provide information to other health care staff about the medications ordered by the Physician for that inmate, using note-taking skills, grammar and punctuation skills, accuracy, communication skills, local operating procedures, etc. on an as needed basis.
5.	Notify the Physician of all inmate behavior serious enough to need an assessment and possible admission to the infirmary in order to prevent injury to self or others, property damage, and/or escape attempts using safety and security procedures, personal awareness, DOM, incident report forms, CDC 128b informational chronos (mental health referrals), knowledge of mental illnesses and symptomology, etc. on an as needed basis.
6.	Verbally intervene with inmates who are exhibiting behaviors (e.g., suicidal ideations, auditory hallucinations, depression, unusual or bizarre behavior, combative behavior, etc.) serious enough to require intervention (e.g., counseling inmates to determine plans and ideas and/or referring to case manager for psychotherapy and intervention), in order to determine the severity of the threat to self or others, provide him or her with coping strategies, provide patient education, determine the need for a referral, determine if medication is effective, determine if inmate is compliant with medication usage or decompensating, etc. using communication skills, documentation (e.g., incident report forms, CDC 128b informational chronos (mental health referrals)), DOM, institutional policies and procedures, on an as needed basis.

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7.	Provide prescribed medications to inmates in order to reduce behaviors associated with suicidal ideations, auditory hallucinations, depression, etc. using Physician's orders, training in medication administration, inmate's medication administration record, the five rights of medication administration (e.g., right medication, patient, dose, time, and route), documentation of medication use, local operating procedures, determination of medication's effectiveness, etc. on a daily basis as directed by the Physician's orders.
8.	Document inmate behavior, current mental status, symptoms, progress, cell condition, decompensation, treatment regimen, compliance, etc. (e.g., incident report forms, CDC 128b informational chronos (mental health referrals), inmate health records, weekly summary of administrative segregation (Ad Seg) rounds, group interactions and progress towards treatment goals, Interdisciplinary Notes, etc.) in order to provide Physician and other medical and mental health care staff with current information about the inmates, using communication skills, note-taking skills, knowledge of mental health treatment and behavior, knowledge of mental illness symptomology, local operating procedures, etc. on a daily basis.
9.	Work with other disciplines as part of the interdisciplinary treatment team in order to provide an overall treatment program for inmates including psychological diagnosis, feedback on inmates' progress, effectiveness of medications, and the stability of their level of care (e.g., Correctional Clinical Case Management System (CCCMS), or Enhanced Outpatient Program (EOP)) while placed in Ad Seg or the general population, using communication skills, note-taking skills, on-going observation of inmates, knowledge of mental illnesses, knowledge of other treatment team member's roles, inmate's chart and records, inmate's Central file (C-file), custody CDC 114 (custody log for inmates), DOM, Diagnostic System Management manual (DSM IV), program guides, etc. on a weekly basis.
10.	Perform nursing procedures such as taking and charting temperature, pulse, blood pressure, and respiration, giving injections as ordered by the Physician, testing blood sugar, collecting specimens, educating inmates, basic first aid and Cardiopulmonary Resuscitation (CPR), etc. in order to comply with Physician's orders, communicate with Triage Nurse and Physicians regarding any medical needs, ensure continuity of care, and comply with departmental regulations, policies, and procedures, using Physician's orders, inmate's medical records, departmental regulations, policies and procedures, knowledge of nursing procedures and practices, basic first aid and CPR certification training, Psychiatric Technician training, etc. as directed by the local operating procedures and/or as ordered by a Physician or Nursing Supervisor.
11.	Provide individual counseling and group interventions to inmates in order to maintain their mental and physical stability, help them function in the prison environment, provide them with coping strategies, maintain a professional therapeutic relationship and rapport, increase inmate's awareness of his or her mental condition and need for on-going medication and compliance, etc. using Psychiatric Technician training, communication skills, departmental/on-the-job training, knowledge of mental illnesses and their symptoms and treatment, etc. on a daily basis.

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12.	Train new Psychiatric Technicians and other ancillary staff in order to ensure compliance with departmental policies, procedures, regulations, court mandates, and safety regulations and ensure continuity and effectiveness of inmate care, using departmental policies, procedures, regulations, court mandates, and safety regulations, communication skills, knowledge of work area and program, etc. at the direction of the supervisor.
13.	Develop individual and group interventions for inmates in order to maintain mental and physical stability, encourage inmate participation, assist them in functioning in the prison environment, provide them with coping strategies, maintain a professional therapeutic relationship and rapport, increase inmate's awareness of his or her mental condition and need for on-going medication and compliance, etc. using Psychiatric Technician training, communication skills, departmental/on-the-job training, knowledge of mental illnesses and their symptoms and treatment, etc. on a daily basis.
14.	Supervise individual and group interventions with inmates in order to monitor their behavior, monitor their interactions with each other, maintain the flow of the discussions and activities, encourage individual input and responses to subject matter, and maintain a professional therapeutic relationship and rapport, using Psychiatric Technician training, communication skills, departmental/on-the-job training, knowledge of mental illnesses and the inmate's symptoms and treatment, etc. on a daily basis.
15.	Assist rehabilitation therapists in occupational, recreational, vocational, and educational therapy programs for inmates in order to encourage group participation, exercise, and activity, observe interactions with others, and observe inmate's socialization and leisure skills, etc. using communication skills, knowledge of available programs and activities, etc. at the direction of the supervisor.
16.	Motivate inmates to develop self-reliance in daily living (e.g., maintain nutritional diet, maintain well-groomed appearance and cell, etc.) in order to adapt to the prison environment, increase their self-esteem, encourage appropriate communication with staff and peers, encourage use of coping strategies, etc. using unit and institutional guidelines and rules, Behavioral Incentive Programs (BIPs), communication skills, knowledge of the inmate's mental illness, behaviors, and custody-related issues, etc. on a daily basis.
17.	Participate in on-the-job training programs (e.g., medication management, BIPs, nursing policies and procedures, facilitating group treatment, Health and Safety, etc.) in order to ensure compliance with departmental rules, regulations, policies, procedures, and court mandates, ensure consistency and continuity of care, etc. using basic knowledge of the department, basic knowledge of nursing and psychiatric technician skills, etc. at the direction of your supervisor.
18.	Conduct mental health screenings upon inmate's arrival at the Ad Seg unit or reception center in order to determine if they have a history of mental health issues or a current mental illness, ensure continuity of care and treatment, determine placement in the institution or program, ensure follow up treatment with Psychiatrist and Physician, and ensure current mental stability, using knowledge of mental illnesses and symptomology, inmate medical records, inmate's self-report, professional observation, and Mental Health Screening Assessment form, and CDC 128b informational chrono, when an inmate arrives into the program or institution.

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19.	Conduct daily rounds in Ad Seg and other units to ensure inmates' mental health stability, observe for decompensation and signs and symptomology of mental illness, ensure medication compliance and observe for side effects and effectiveness of medication/treatment regimen, and follow up on any new arrivals and ensure their continuity of care, etc. using New Arrivals Roster, Daily Movement Sheet, CDC 154 (Inmate Movement form), Mental Health Tracking form, communication skills, note-taking skills, observational skills, knowledge of inmates' diagnosis, medications, and baseline symptoms, knowledge of mental illnesses and their symptomology, inmate's medical record, etc. on a daily basis.
20.	Acting as a liaison between inmates and custody/medical/mental health staff, in order to provide inmates an opportunity to voice concerns regarding custody, mental health, or medical issues, and to relay information to case managers and other disciplinary staff, using communication skills, rapport with inmates, knowledge of mental illnesses and their symptomology, inmate's medical record, CDC 128b informational chronos, knowledge of inmates' diagnosis, medications, and baseline symptoms, etc. on an as needed basis.
21.	Submit psychiatric referrals (CDC 128b informational chronos) to the Psychiatrist or Psychologist in order to suggest medication change, recommend a change in level of care, psychotherapy or emergency intervention for an inmate, and/or to inform them of an inmate's lack of compliance, decompensation, side effects, self-requests, etc. using CDC 128b informational chronos, knowledge of inmate's current behavior, verbal complaint, medication compliance, and symptomology, note-taking skills, observational skills, rapport with inmate, communication skills, information from custody staff, etc. on an as needed basis.